

# Michigan School Nurse Primer

## Medication Administration Training for Unlicensed School Personnel Outline Michigan Association of School Nurses

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1. Introduction
  - a. Purpose
  - b. Goal
  - c. Components
    - i. General session
    - ii. Practice session
    - iii. Skill/Written test
2. Legal Issues
  - a. Clarification of School Code
    - i. Who can administer
    - ii. Second adult
    - iii. In emergency situations
    - iv. Written parent permission
      - iv. Must be in black ink
    - v. In compliance with health care provider's instructions
      - iv. Renewed annually
  - b. Gross Negligence/Willful and Wanton Misconduct
    - i. Ways to avoid gross negligence/willful and wanton misconduct
      - iv. Comply with school district policies
      - v. Verify health care provider instructions, parent/guardian instructions and corresponding medication
      - vi. Clarify discrepancies and/or concerns
      - vii. Observe legal rights of individual
      - viii. Practice the 6 Rights and Triple Check
      - ix. Understand the use, actions, and adverse effects of medication
      - x. Complete records accurately
      - xi. Identify students who fail to report for medication
      - xii. Report any adverse or allergic reactions immediately
      - xiii. Training
      - xiv. Techniques
      - xv. Transportation
      - xvi. Reporting
      - xvii. Storage
3. Federal/State Laws
  - a. IDEIA (federal)
  - b. Section 504 Rehabilitation Act of 1973
  - c. PA 10 of 2000 (state)
  - d. PA 73 of 2004
  - e. Michigan Tort Reform Act 1986

4. Confidentiality
    - a. Family Educational Right to Privacy Act (FERPA)
    - b. Health Insurance Portability and Accountability Act of 1996 (HIPAA)
    - c. Ways to avoid breach of confidentiality
  5. Roles and Responsibilities
    - a. School Administrator
    - b. Professional School Nurse
    - c. Unlicensed School Nurse
    - d. Parent/Guardian
  6. Policy and Guidelines
    - a. School district
      - i. Develop and implement medication administration policy
      - ii. Compliant with state and federal laws
  7. Storage and Handling
    - a. Demonstrate skills and knowledge of proper handling and storage
      - i. Sanitary conditions
      - ii. Wash hands
      - iii. Special instructions
    - b. Receiving Medication
      - i. Home to school
      - ii. Verifying the label
      - iii. Counting controlled substances
    - c. Returning Medication
      - i. Notify parent
      - ii. Document
      - iii. Disposal of medication left at school
    - d. Expired Medication
      - i. Check at least monthly
      - ii. Contact parent
      - iii. Document
      - iv. Disposal of medication left at school
        - iv. Methods of medication disposal
    - e. Contaminated Medication
      - i. Document
      - ii. Notify parent
    - f. Storage
      - i. Locked space for medication only
      - ii. Limited access to authorized school personnel
      - iii. Emergency medication in unlocked cabinet
      - iv. Double lock controlled substances
      - v. Medications requiring refrigeration
  8. Field Trips
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- a. Prepared by school nurse
  - b. Transportation/Administration
  - c. Storage
  - d. Documentation
- 9. Purpose
  - a. Prevent disease
  - b. Diagnose disease
  - c. Treat disease
  - d. Restore normal function
  - e. Maintain normal function
- 10. Undesired Results
  - a. Side Effects
    - i. Common
  - b. Adverse Reactions
    - i. Potentially harmful
  - c. Allergic Reactions
    - i. Sensitivities to an allergen
    - ii. Common symptoms
    - iii. Moderate to severe reactions
  - d. Anaphylaxis
    - i. Emergency planning
    - ii. Signs and symptoms
    - iii. First dose should be given at home by parents
    - iv. Epi-pen
- 11. Drug Classifications - definitions
  - a. Over the counter
  - b. Prescription
  - c. Controlled substances
  - d. Alternative medication
  - e. Research medication
  - f. Emergency medication
- 12. Medication Right/Strategies/Triple Check
  - a. Six Rights
    - i. Student
    - ii. Medication
    - iii. Dose
    - iv. Route
    - v. Time
    - vi. Documentation

Medication Right/Strategies/Triple Check (continued)

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- b. Safeguards beyond the 6 Rights
    - i. Give full attention to task
    - ii. Remain with individual until the medication is given
    - iii. Prepare medication for only one individual at a time
    - iv. Don't give medication from a container which has a label you can't read
    - v. Don't give from another person's medication
    - vi. Don't try to hide an medication error
  - c. Triple Check
    - i. Getting out medication
    - ii. Pouring medication
    - iii. Returning medication
13. Routes and Procedures
- a. Routes
    - i. Oral medication
      - 1. Coated tablets
      - 2. Scored tablets
      - 3. Crushed tablets
      - 4. Capsules
      - 5. Sprinkles
      - 6. Liquid
      - 7. Suspensions
      - 8. Syrups/Elixirs
    - ii. Topical medication
    - iii. Ear medication
      - 1. Drops
      - 2. Ointment
    - iv. Eye medication
      - 1. Drops
      - 2. Ointment
    - v. Auto injectors
    - vi. Inhaled medication
      - 1. Nebulizers
      - 2. Required individual training
    - vii. Glucagon (not discussed in our manual)
      - 1. Requires individual training

Routes and Procedures (continued)

- b. Procedures
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- i. Administration procedures of individual medications
- ii. Medication Equivalents
- iii. Problems with oral medication administration
- iv. Proper disposal
- v. Delegation by school nurse (RN)
- vi. Health Care/Emergency Care Plan

14. Self-Administration and Self-Possession

- a. Understand Michigan Law PA 73 of 2004
- b. Student consumes or applies medication as directed by health care provider without additional assistance or direction
- c. School Nurse verification student is capable
- d. Student contract in place
- e. Privilege may be discontinued by school nurse or building administrator with advance notification to parent

15. Documentation

- a. Process for proper document
  - i. Black ink
  - ii. Error correction
  - iii. Individual logs
  - iv. Time
  - v. Count of controlled substance
- b. Process for transcribing order
  - i. Document all information from Medication Authorization Form to Medication Log
  - ii. Sign and date after transcribing orders
  - iii. Verification of pharmacy label

16. Medication Authorization Form Criteria

- a. Name
- b. Medication
- c. Date of authorization
- d. Dosage
- e. Route
- f. Time
- g. Special storage instruction
- h. Special instructions to be followed at school
- i. Expiration date of order
- j. Possible side effects or adverse reactions
- k. Health Care Provider's name, phone/fax, pager number, signature and date
- l. Parent/guardian signature and date

17. Prescriptive Label Criteria

- a. Pharmacy name and phone number
  - b. Rx number
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- c. Student's name
  - d. Name of medication
  - e. Date the prescription was filled (current)
  - f. Dosage to be given
  - g. Dosage per unit of medication
  - h. Route medication is given
  - i. Time medication is given
  - j. Expiration date of medication
  - k. Health Care Providers name
18. Medication Error/Incident
- a. All errors must be reported immediately
  - b. Notify school nurse, health care provider and building administrator
  - c. Complete a medication error/incident form
19. Tests
- a. Written
  - b. Individual participant skill checks for each medication
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